



DEPARTMENT OF THE ARMY
HEADQUARTERS, AREA I SUPPORT ACTIVITY
UNIT 15707
APO AP 96258-0707

REPLY TO
ATTENTION OF:

EANC-A1-CPAC

06 August 2001

SUBJECT: Area I CPAC Update 8-01

1. In an effort to ensure Area I Federal employees are kept informed of various staffing issues we will be publishing updates on major issues relating to the staffing area, i.e., compensation, overseas entitlements and benefits, recruitment procedures, travel entitlements, classification issues, PPIs, etc. Future updates will contain current information specific to a particular function.

2. **Conversion to Modern Defense Civilian Personnel Data System (DCPDS)**. The Civilian Personnel Operations Center (CPOC) conversion to the Modern DCPDS, has been re-scheduled for **12 October 2001**. The Modern DCPDS is the result of Program Decision Memorandum 7111, dated 5 December 1994, which mandated the development of a single automated civilian personnel data system for use by all components of the Department of Defense (DoD). The "Modern System" is intended to be a user-friendly, windows based system, which will replace the current Personnel Process Improvement suite of software tools, commonly referred to as PPIs (PERSACTION, COREDOC, Regional Applications and TRAIN), and the Legacy Defense Civilian Personnel Data System (DCPDS). The conversion to Modern DCPDS will include all US and KN personnel actions.

In order to effect the conversion, the Legacy DCPDS will be shut down on **12 October 2001**, at which time there will not be any automated personnel processing capability in the Korea Region, until the conversion to Modern DCPDS is completed on or about **29 October 2001**. After close of business on 12 October, the Civilian Personnel Advisory Centers (CPACs) and supported organizations, will no longer have access to the PPI suite, or Legacy DCPDS. As a result of the shut down period, **newly hired employees will not** be able to have their appointments affected during the period **23 September through 3 November 2001**; instead, their entrance on duty (EOD) date must either be not later than **23 September** or earlier than **4 November 2001**.

PPIs in electronic in-boxes (mangers, resource mangers, CPOCs, and CPACs) can not be converted to Modern DCPDS; they will be lost when the current system is shut down on **12 October**. The following cut-off dates represent the dates all PPIs and supporting documents must be **received in the CPOC**:

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PPIs

CUTOFF DATE

Organizational Structure (Table 30) Changes	12 Aug 2001
New Unit Identification Codes (UICs)	12 Aug 2001
Position Classification Reviews (New Positions)	12 Aug 2001
Organizational Requirements	12 Aug 2001
All other PPI requests	12 Sep 2001

Other actions

Hard copy Performance Appraisals	12 Sep 2001
Return of all OPFs to the CPOC	12 Sep 2001
All DD Form 1556s for Training	12 Sep 2001
Training Completion	12 Sep 2001
CAOs/Transfers/Reinstatements/New Hires	23 Sep 2001

The last day for submission of PPI requests; use of REGIONAL Applications will be available through **11 October 2001**. The CPOC recognizes that there will be certain non-discretionary personnel actions, of an emergency nature, that must be processed while the automated system is shut down. Arrangements have been made with the Defense Finance and Accounting Office (DFAS) to process the following actions manually: Resignations, Termination of Temporary Appointments, and Removals.

It is realized that there may be actions which could have an adverse impact upon the organization's mission, i.e., safety or security would be compromised, if the action was not processed. Such actions should be rare and requires the signature of the Commander attesting to the type of emergency action.

3. **Modern System Training.** The CPAC will be conducting training for all current PPI users, within Area 1 for the Modern System , 4 - 7 September 01. Information on location, time, and sign-up will be announced at a later date. The up-date manual is attached and easy to understand. Please down load the manual so you can become familiar with the process of how the system works.

4. **Defense Finance and Accounting System (DFAS) Offices Will Not be Closed.** DFAS was recently notified by the Under Secretary of Defense (Comptroller) that the plans to consolidate civilian pay in Pensacola, Florida, scheduled for next summer, and close the DFAS offices in Charleston and Denver were canceled. Civilian pay operations will continue to remain open in all three locations; Charleston, Denver and Pensacola.

5. **Annual Leave for Summer Hires.** Summer hire's whose appointment is less than 90 days are not entitled to annual leave. Accordingly, summer hires cannot take annual leave during their employment and will not be paid for annual leave when they terminate. However, summer hires whose appointments are for more than 90 days are eligible for annual leave even if the total time actually worked is less than 90 days. Summer hires are entitled to sick leave earned no matter how long the appointment.

6. **English Test Requirements for Korean National (KN) Employees.** EUSA Memorandum EAGA-CP-SES (690-300) dated 21 June 2001, provided the following policy guidance regarding English test requirements for KN employees. Based upon data provided from a one-year trail program by the CPOC to refer KN job applicants without English test scores and to have only the selected person tested using the American Language Course Placement Test (ALCPT), EUSA has decided to make the change permanent. Therefore, applicants who do not have the English test scores, but otherwise meet all qualification requirements, may be referred to management for selection. The referral list must clearly annotate that those candidates must pass the appropriate English test before they can be appointed. Once management makes a selection, and if the selected person does not have an acceptable English test score, including the Test of English as a Foreign Language (TOEFL) or the Test of English for International Communication (TOEIC), the selected person will be tested using the ALCPT. Waivers of English requirements will not be allowed if there are other internal/external qualified candidates available. Waivers for reasons other than to assist in placement of employees affected by a reduction in force will be used only for exceptionally hard-to-fill positions.

7. **Social Security Number (SSN) Requirement for Korean Employees to Enroll in the Army Correspondence Course Program (ACCP) Online.** EUSA Memorandum EAGA-CP-LPM (690-400) dated 25 June 2001, advised that Korean employees have experienced difficulty in enrolling electronically in the ACCP due to the SSN requirement. In order to help resolve the problem, a request was forwarded to the Army Training Support Center (ATSC) for assistance in enrolling Korean employees in the ACCP. ATSC advised that a DA Form 145, should be used to enroll Korean employees in the ACCP. The DA Form 145 should be forwarded to:

The Army Institute for Professional Development
US Army Training Support Center
Newport News, VA 23628-9989

When the DD Form 145 is received at the ATSC it will be routed to the office handling that particular school program. Information on the ACCP can be obtained on the web at <http://www.atsc.army.mil>. Click on the ATSC help desk on the left side of the home page and then click on the ACCP.

8. **Voluntary Leave Transfer Program for USFK Korean Employees.** HQ USFK Memorandum EAGA-CP-LPM dated 29 June 2001, established a voluntary leave transfer program for USFK Korean employees by adding paragraph 7-11k, Leave Bank, following end of paragraph 7-11j, Change 2, to USFK Regulation 690-1. Civilian Personnel Regulations and Procedures - Korean Nationals. The approval and use of leave withdrawn from the Leave Bank will be subject to conditions and requirements imposed by paragraph 7-11, USFK Regulation 690-1.

9. **TSP Changes Ready Within a Year.** The TSP has decided to change contractors on their computer upgrade project which will bring numerous new features to the program. Under the new contract the project is expected to be completed within a year. TSP made the switch after the project had experienced numerous delays from its originally intended completion date of May 2000. The last timetable, with the prior contractor, called for a January 2002 completion date. For many investors, a key feature of the revised TSP system will be the change from monthly valuation to daily valuation. Under daily valuation, transfers will be effective on the same business day and processing of loans and withdrawals will be faster. In addition, the new system will allow those who separate or retire to combine their withdrawal options in ways not available today, as well as provide some new loan and withdrawal features, which will be activated after the computer system conversion is completed.

12. **House Endorses 4.6 Percent Raise.** The full House has passed a fiscal 2002 spending bill, the Treasury-Postal appropriations measure, that sets the average general schedule Federal raise in January 2002, at 4.6 percent. Sponsors of the higher figure so far have been successful in arguing that linkage to the annual raise for military personnel must be kept. The 4.6 percent figure is deemed to be the "pay parity" number even though the military raise may go higher than the 4.6 percent originally proposed for them. Under the bill, raises for employees paid under the wage grade system, which operates under a separate locality pay system, would be capped at the GS average amount. With House passage, attention now turns to the Senate, where a counterpart measure could come to a vote soon. The Senate version as approved at the committee level also backs a 4.6 percent raise.

13. **Lateral Transfer Can Be Adverse Action.** A lateral transfer of an employee without any loss in pay or benefits can constitute an "adverse personnel action" against a Federal employee, a Federal judge in the District of Columbia has ruled (C.A. No. 97-2114). The GS-14 employee regularly interacted with high-level officials of the Department of Veterans Affairs, but after she complained about sex discrimination, she was laterally transferred to another GS-14 position with none of the authority she possessed before the transfer; she worked in isolation and interacted mainly with GS-13 level employees or lower. The Government argued that she had not suffered an adverse personnel action and that she therefore had not been retaliated against. But

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the judge held that the changes in her duties and responsibilities were "materially adverse consequences" affecting the terms, conditions or privileges of employment and that the lateral transfer could be challenged in court as retaliatory. This decision means that discriminatory transfers can be actionable under the civil rights laws even where an employee loses no pay or benefits. The ruling is a victory for employees who are transferred to positions of lesser responsibility in retaliation for filing discrimination complaints and protects their rights to bring claims of retaliatory transfers to the EEOC or the Federal court.

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MAGGIE THOMAS

Chief, Personnel Service Branch